



# Subdivision Application

*Revised February 2012*

# TOWN OF STEPHENS CITY, VIRGINIA



P.O. Box 250  
1033 Locust Street  
Stephens City, VA 22655  
540-869-3087

CASE #: SPU \_\_\_\_\_  
FEE AMOUNT: \_\_\_\_\_  
DATE PAID: \_\_\_\_\_

## SUBDIVISION APPLICATION

**Please print or type all information** **Applicant:** \_\_\_\_\_  
*(Please use the reverse side to list additional applicants)*

**Telephone:** \_\_\_\_\_ **Street Address:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **City:** \_\_\_\_\_ **St.:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Owner's Name:** \_\_\_\_\_  
*(use reverse to list additional owners)* *(as appears in Land Records)*

**Telephone:** \_\_\_\_\_ **Street Address:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **City:** \_\_\_\_\_ **St.:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**TYPE OF REQUEST - Please mark type of request and complete information**

SUBDIVISION	FEE	LOTS
(Name of the Subdivision)	(Total fee due)	(Total Number of lots proposed)
_____ Major (3+ New Lots)	_____ \$2,500+\$100 per lot	
_____ Minor (1 to 2 New Lots)	_____ \$500 + \$100 per lot	
_____ Non-Residential	_____ \$1,000 + \$100 per lot	
_____ Boundary Line Adjustment	_____ \$250.00	
_____ Lot Consolidation	_____ \$250.00	

PROPERTY LOCATION  
Current Street Address(es): \_\_\_\_\_ Zoning: \_\_\_\_\_

Tax Map Identification- \_\_\_\_\_ Magisterial District: \_\_\_\_\_

**Required Materials List:**

- \_\_\_\_\_ 1 copy of the application (this form completed)
- \_\_\_\_\_ Name and Addresses of Adjoining Property Owners
- \_\_\_\_\_ Number of agreed upon copies of Site Plans, Floor Plans, and elevations of proposed use.
- \_\_\_\_\_ Fee (check made payable to the Treasurer, Town of Stephens City)
- \_\_\_\_\_ Letter explaining request and grounds for requests or waivers
- \_\_\_\_\_ Disclosure of Real Parties in Interest (list all equitable owners)

- **All the above referenced materials are required in order for an application to be considered complete. The process for subdivision application will not be initiated until all of these materials are received. It will be upon the applicant to stay in touch with the Town Planner and the agencies that are submitting comments with regard to the application for the subdivision application. In general the Town will give each staff, member, or organization up to 60 calendar days to submit written comments. At that time the progress of the application will move forward with or without comments. It is the Town's intention to work with both the applicant and agencies submitting comments to determine if the impact of the subdivision is in harmony with the long range vision of the Town of Stephens City.**

**Signature:**

*I (we) hereby certify that the above information is complete and the public notification will be properly posted on the site not later than 14 days before the public hearing (if applicable) and that all delinquent Real Estate taxes have been paid per Chapter 19 of the Town of Stephens City Town Code.*

**APPLICANT(s):** \_\_\_\_\_  
\_\_\_\_\_

**OWNER(s):** \_\_\_\_\_  
\_\_\_\_\_

***Adjoining Property Owners:***

Owners of property adjoining the land will be notified of the public hearing. For the purposes of this application, adjoining property is any abutting the requested property on the side or rear or any property directly across a road from the requested property. The applicant is required to obtain the following information on each adjoining property including the tax parcel identification number which may be obtained from the office of the Frederick County Commissioner of Revenue.

<b>Name</b>	<b>Address</b>	<b>Property ID</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

**\*Should you additional space for more adjoining property owners, just make a copy of the table or continue on the back of this sheet in the same format.**